



Vacation House Check

As a service to the citizens of the Town, the Leesburg Police Department offers free vacation house checks. Officers will periodically check the exterior of your home while you are away. This service helps to deter potential burglars and provides for additional security while your house is unoccupied.

Houses not eligible for the service are:

1. Houses unoccupied and under construction.
2. Houses unoccupied and listed for sale/show by realtors.
3. Houses where the owner has hired or appointed another person to periodically be there.

Property owners whose houses fall under these exclusions may request extra patrol.

Additional information about vacation house checks or extra patrol requests may be obtained by calling the Leesburg Police Department at our 24 hour, non-emergency number: (703) 771-4500.

Vacation house check forms must be submitted in person, with a valid I.D., to the Leesburg Police Department from Monday at 8:00 am through Friday at 4:00 pm.

Received By: _____

Date: _____ Time: _____

LEESBURG POLICE DEPARTMENT

REQUEST FOR HOUSE CHECK

NAME: _____ ADDRESS: _____

PHONE: _____ REASON FOR REQUEST: (EXPLAIN) _____

DEPARTURE DATE: _____ RETURN DATE: _____ DESTINATION ADDRESS: _____

DESTINATION PHONE: _____

SECURITY SYSTEM: YES _____ NO: _____

AUTOMATIC LIGHT: YES _____ NO: _____ IF YES, LOCATION: _____

ANY HAZARDS AT RESIDENCE (I.E. GUNS, ANIMALS, ETC.): YES _____ NO _____

IF YES, LOCATION _____

HAVE KEYS BEEN LEFT WITH ANYONE? YES _____ NO _____ IF YES, NAME: _____

ADDRESS: _____ PHONE: _____

WILL ANYONE BE WORKING ABOUT OR HAVE ACCESS TO PREMISES DURING YOUR

ABSENCE? YES _____ NO _____ IF YES, NAME: _____

WHO DO YOU WANT US TO NOTIFY IN CASE OF AN EMERGENCY?

NAME: _____ PHONE: _____ ADDRESS: _____

I REQUEST A SECURITY CHECK BE MADE OF MY PREMISES AND AGREE TO NOTIFY YOU

IMMEDIATELY UPON MY RETURN.

SIGNED: _____ DATE: _____

Dear Resident:

This security check service in no way guarantees that your property will be safe from vandalism or burglary, but merely provides the Leesburg Police Department with information of your whereabouts and other pertinent facts if a crime should occur. This is designed to be a temporary service and will automatically be discontinued at the end of 30 days.